



NIPEC/2/2012

## Minutes

**Northern Ireland Practice and Education Council Meeting, Monday 28<sup>th</sup> May 2012,  
Council Room, Centre House, 79 Chichester Street, Belfast at 2.00 pm**

**Present:** Professor C Curran, Chair  
Mrs G Henry, Chief Executive  
Mrs E Hayes  
Mrs F McMahan  
Mr A Henry  
Dr M Lupari  
Mr P Davidson

**In attendance:** Mr E Thom, Head of Corporate Services  
Ms A Drury, Senior Professional Officer  
Dr C McKenna, Senior Professional Officer

**Secretariat:** Mrs D Meleady, Personal Assistant

**Member of the Public:** Denise Rooney, NEC

### 1.0 APOLOGIES

Dr V Tohani, Mrs A Baxendale, Mrs M Clark, Mrs D McNamee, Mrs A McLernon,  
Mrs H Baird

### 2.0 CHAIR'S BUSINESS

- 2.1 To welcome members of the public to the meeting.
- 2.2 Council Members noted that a NIPEC Workshop took place on 4<sup>th</sup> April 2012. Notes of this workshop were put onto the Council Members section of the website for information.
- 2.3 Council Members noted that a letter had been received from the Chief Executive Forum regarding 2012/13 contributions within which Mr John Hunter, Chair, CE Forum had offered assistance from the Chief Executive Forum should the Council wish to avail of it.
- 2.4 Council Members noted there would be a discussion regarding the restructuring of the NIPEC Council Agenda at the next Council Meeting in September 2012.

- 2.5 Council Members noted that an advertisement for five Professional Members posts on NIPEC's Council would be advertised on the 22<sup>nd</sup> and 24<sup>th</sup> May 2012.
- 2.6 Council Members noted that an Annual Governance Cycle had been tabled for information in respect of Agenda Item 4.1
- 2.7 Council Members noted that a copy of the Annual Report of Activity and Assurance to the Council for the period 1 April 2011 to 31 March 2012 had been tabled for information. This would be discussed under agenda item 9.4.
- 2.8 Council Members noted a letter had been received from Mrs Maura Devlin regarding the Clinical Education Centre rebranding, a copy was tabled for information.

### **3.0 MINUTES OF THE PREVIOUS MEETING**

#### **3.1 Minutes of the meeting held on 15<sup>th</sup> March 2012 (NIPEC/1/2012)**

After consideration, acceptance of the minutes of the Council Meeting held on 15<sup>th</sup> March 2012 (NIPEC/1/2012) was proposed to be an accurate record. The minutes were approved by all present.

The minutes were duly signed by the Chair who chaired this meeting

### **4.0 MATTERS ARISING**

#### **4.1 Governance**

Chair asked E Thom to speak to Council on the Operational and Corporate level risks and what governance areas should come to future Council Meetings.

E Thom gave a brief update to the meeting on what high level-issues which are carried within the Corporate and Operational risks.

E Thom took Council Members through a draft Governance Cycle document which outlined the high level issues under five headings of Strategy, Performance, Risk, Regulatory and Other which the Council needs to address during a financial year cycle.

Discussion took place around a number of issues regarding absence reporting, the number of risks for the organisation and projects and the quality assurance process. Chair re-assured Council Members that there were processes in place to manage risks and that this was part of the work of the Audit Committee. G Henry informed Council that the Assurance Framework is the high level assurance of how NIPEC manage risks.

It was agreed that the Risk Register at Operational level would go to the Audit Committee meetings and that the Assurance Framework: Corporate Risks would come to future Council Meetings.

## **5.0 CORRESPONDENCE (*Circulated*)**

- 5.1 It was noted that a letter had been received from D Taylor on 24<sup>th</sup> April 2012 regarding Review of Arms Length Bodies. Chair informed Council that both herself and Chief Executive met with D Taylor. D Taylor had indicated that the consultation is likely to commence in November 2011. The outcome of the consultation will determine the future of NIPEC.
- 5.2 It was noted that a letter had been received from Dr A McCormick dated 24<sup>th</sup> April 2012 regarding Delivering the HSC Reform Agenda.
- 5.3 Four Country Report 'Strengthening the commitment' The Report of the UK Modernising Learning Disabilities Nursing Review for information.

This was circulated for information. It was noted that some initial discussion with CNO indicated that NIPEC could be involved in some further work in respect of this strategy.

## **6.0 CONSULTATION ACTIVITY (*Circulated*)**

No discussion required on any Consultation activity.

## **7.0 CHIEF EXECUTIVE'S REPORT**

### **7.1 Update on NIPEC Projects**

The Chief Executive gave a brief update on each of the following areas:

#### **Engagement**

NIPEC staff, at Head of Corporate Services and Senior Professional Officer level, continue to participate in various regional forums. This activity supports a process of two way communication and feedback, enabling NIPEC to keep abreast of developments, to facilitate insight into stakeholder needs and to influence our future work.

The Chief Executive continues to work collaboratively, and in a supportive way, with the Acting Chief Nursing Officer and Nursing Officer colleagues within the DHSSPS. In addition the Chief Executive is in membership of various regional forums. It is relevant to note that the Central Nursing and Midwifery Advisory Committee was recently re-constituted of which the Chief Executive is a member, and it is anticipated that this will have a significant role in shaping NIPEC's future work agenda. In addition, the NIPEC team continues to engage with senior DHSSPS colleagues; for example on 3<sup>rd</sup> April 2012, Dr Jim Livingstone visited NIPEC and delivered a presentation on Quality 2020 and associated implementation strategy (draft). NIPEC has received an invitation to make a nomination to the Quality Implementation Team and the Chief Executive has been nominated.

Opportunities have been taken, through a range of events and meetings to engage with various other key stakeholders.

On Sunday 13<sup>th</sup> May 2012, Ms Angela Drury, Senior Professional Officer, represented NIPEC at the commemoration service for the life and work of Florence Nightingale. The Chief Executive attended an Open University Graduation Ceremony as well as attending RCN Congress. It is relevant to note that the Chief Executive was nominated to the Commission on Nurse Education, chaired by Lord Willis of Knaresborough. The Commission will consider the core question, "What are the defining features of excellent education and practice preparation and supervision for those working towards registration, that will provide a nursing workforce for future Health and Social Care services in the UK?"

### **Business and Performance**

An update on workstreams is included as an agenda item. It is relevant to note that Dr Carole McKenna provided a presentation on Leading Teams. Drafting and refinements to NIPEC's impact measurement framework should be completed by the end of June 2012.

Discussion with DHSSPS colleagues was underway in relation to NIPEC's support as an interim measure to the business management function of education commissioning for post-registration nursing and midwifery.

On the 4<sup>th</sup> April 2012 NIPEC held a workshop to report on the progress against business objectives for April 2011 to March 2012 and to consider and develop its business objectives for the forthcoming year. The draft Business Plan has been included at item 11 of the agenda. Chair has suggested a nomination from Council to participate in a small working group to review NIPEC's mission statement, and plans to speak with the nominee in the very near future.

An accountability meeting has been arranged for 6<sup>th</sup> June 2012.

Since the last Council meeting NIPEC has been advised that a review would take place, it is relevant to note that NIPEC has indicated its intention to participate actively and willingly in the review. NIPEC's staff are aware of this development.

Currently the Business Transformation Programme (BSTP) is underway. This includes the procurement and planned implementation of new business systems for Finance, Procurement and Logistics and HR Payroll, Travel and Subsistence.

The Business Services Transformation Project (BSTP) has developed a regional approach to the management of BSTP related change in all Health and Social Care organisations. NIPEC has identified Mr E Thom as its Change Lead. He has worked closely with and been supported by the Regional Project Manager and Paula Smyth. A first step in the process is the completion of a 'Change Impact Assessment' and a regional workshop has

been arranged on 15<sup>th</sup> June 2012 to support organisations in taking this forward. A range of NIPEC staff have been identified to participate in this event.

## **Human Resources**

An update was given in respect of staffing within the organisation. Mrs France Cannon took up the post of Senior Professional Officer – Education on 16<sup>th</sup> April 2012, Mrs Marion McGahan took up the post of Personal Secretary on 16<sup>th</sup> April 2012. It was relevant to note that Brenda Devine, Senior Professional Officer was still on secondment with the DHSSPS. It is anticipated that Fiona Bradley, Professional Officer would remain with NIPEC until Brenda Devine returned to her substantive post.

## **Events and Highlights**

Since the last Council Meeting on 15<sup>th</sup> March 2012, NIPEC has led and hosted the Regional Ward Sister/Charge Nurse conference in Mossley Mill. This event was attended by the Health Minister, Edwin Poots and the NIPEC team would wish to offer its thanks to the Minister for his contribution to this event. Feedback suggests that it was a success and appreciated by attendees.

In partnership with the Public Health Agency, NIPEC co-ordinated a regional event for Clinical Nurse Specialists. This was also attended by the Health Minister and included the launch of Guidelines for Clinical Nurse Specialists (phase 1). Feedback suggests that this event was also successful and NIPEC continues to work in partnership with colleagues to progress to the next phase of this work.

At the request of the Acting Chief Nurse, NIPEC hosted a consultation event at which the Law Commission presented key aspects of the consultation document on the regulation of health care professionals and regulation of social care professionals in England. This event was attended by Senior Nursing and Midwifery staff from the HSC Trusts, approved educational institutions, Royal Colleges of Nursing and Midwifery, as well as Senior Officers from the Department.

Planning is now taking place in respect of NIPEC's 10<sup>th</sup> Anniversary Conference on the 10<sup>th</sup> October 2012 at Mossley Mill, Newtownabbey. The Health Minister and Dame Judith Hill have kindly agreed to participate in this event, which will include a reflection on the past, demonstrate the application of NIPEC's resources in current practice and look to the future.

Finally, the Chief Executive, Chair, Head of Corporate Services and Senior Professional Officers have been invited to attend the 2012 RCN Nurse of the Year Awards in June 2012.

There was some discussion around areas of this report regarding impact measurement, workloads pertaining to staff, making the report on progression of work-streams more easily identified. These issues were

addressed and Council were re-assured that update on staffing and work streams were always discussed at Chair's meetings.

Council Members noted the written report from the Chief Executive.

## 7.2 Presentation on Team Leader Project

Dr Carole McKenna, Senior Professional Officer gave her presentation on the Team Leader Project and a copy of her presentation on the above had previously been circulated for information.

Discussion took place around disseminating this information. In particular relevance to Team Leaders who are not nurses or midwives was raised. G Henry noted that NIPEC had been commissioned to focus on nurses and midwives, however, Trusts may consider the products to have relevance to other disciplines.

## 8.0 HEAD OF CORPORATE SERVICES REPORT (*Circulated*)

A copy of the Head of Corporate Services Report had been circulated for information.

E Thom took Council Members through his report on the major issues that had occurred within Corporate Services since the last Council meeting in March 2012:

- **Revenue Resource Limit for 2011/12**  
It was noted that the unaudited Annual Accounts for 2011/12 showed a surplus of £914 or 0.07% of RRL. A copy of the draft accounts would be presented to the Audit Committee at its meeting scheduled for the 29<sup>th</sup> May 2012.
- **Financial 'Executive Summary for Council'**  
Whilst the introduction of the new Finance, Procurement & Logistics (FPL) system as part of the Business System Transformation Programme (BSTP) was planned to be implemented in September 2012, a more user friendly management statement has been produced for the Council members from the current monthly management statements from the BSO system. (*A copy of executive summary which went to Audit Committee in April was circulated*)  
  
A copy of the new statement had been circulated under item 8.1.
- **Revenue Resource Limit (RRL) for 2012/13.**  
The DHSSPS in a letter dated 6<sup>th</sup> April 2012 has advised NIPEC of an indicative budget allocation for current expenditure in 2012/13 of **£1,339,066**.
- **Capital Resource Limit (CRL) for 2012/13.**  
No allocation has yet been notified to NIPEC

- **BSTP – Change Impact Assessment Workshop.**

A regional organisations day long workshop was planned for the 15<sup>th</sup> June 2012 to enable small teams of staff from each organisation to consider the process maps, formulate questions and complete ‘Heat Maps’ to list the processes and staff groups which will have a high/medium/low impact. It was noted that this workshop will focus on those processes which have relevance for Manager and Employee Self Service.

The Head of Corporate Services had been nominated as the NIPEC, BSTP implementation ‘Change Lead’ at Director level.

- *Finance, Procurement & Logistics – go live NIPEC - 1<sup>st</sup> September 2012*
- *HR, Payroll, Travel and Substance - “ “ “ “ - 5<sup>th</sup> November 2012*

- **NIPEC Accommodation Working Group.**

An initial meeting of the above was held on the 27<sup>th</sup> March 2012 and membership of the group has been extended to include a representative from the Land & Property Services (Valuation Section). (*Membership of the group was NIPEC (CE & HCS), Health Estates Investment Group (HEIG) and the Sponsoring Department.*)

The next meeting of the group was scheduled to take place after the HEIG have reported on their NIPEC space utilisation survey.

- **Risk Registers**

A draft ‘Assurance Risk Register’ and an ‘Operational Risk Register’ for 2012/13 had been produced based on the objectives contained within the draft Business Plan 2012/13.

- **Controls Assurance Standards Performance 2011-2012.**

The internal auditors had verified the self assessment scores for the identified five specific areas of the nine control assurance standards which currently apply to NIPEC.

NIPEC had achieved the following levels of compliance for 2011- 2012:

Controls Assurance Standard	NIPEC Compliance % Rating	Compliance Achieved	Reviewed By
Financial Management (Core Standard)	96 %	<b>Substantive</b>	Internal Audit
Risk Management (Core Standard)	91 %	<b>Substantive</b>	
Governance (Core Standard)	96 %	<b>Substantive</b>	
Health & Safety	97 %	<b>Substantive</b>	Self Assessment
Records Management	85 %	<b>Substantive</b>	Internal Audit

Information & Communication Technology	92%	<b>Substantive</b>	Self Assessment
Food Hygiene	89%	<b>Substantive</b>	Self Assessment
Three Additional Control Assurances for 2011/12			
Fire Safety	94%	<b>Substantive</b>	Internal Audit
Human Resources	96%	<b>Substantive</b>	Self Assessment
Management of Purchasing & Supply	93%	<b>Substantive</b>	Self Assessment

8.1 Copy of a financial 'Executive Management Summary for Council'  
**(Circulated)**

E. Thom took Council Members through the statement which was then agreed by Council.

Council noted the written report from the Head of Corporate Services

**9.0 REPORT FROM STANDING COMMITTEE (Circulated)**

Due to an apology having been received from Mrs H Baird, Chair of the Audit committee, E Thom took Council Members through this part of the agenda.

9.1 Confirmed Minutes of the Audit Committee Meeting AC/1/2011 held on 28<sup>th</sup> February 2012.

9.2 Unconfirmed Minutes of the Audit Committee Meeting AC/2/2012 held on 25<sup>th</sup> April 2012 were tabled for information and E Thom drew members' attention to some of the pertinent points

9.3 A copy of the Internal Auditor's report for the year ended 31<sup>st</sup> March 2012.  
**(Circulated)**

Both agenda items 9.3 and 9.4 would be updated on at the same time.

9.4 Internal Auditor's report for the period – 1 April 2011 to 31 March 2012.

It was noted that this document was put onto the Member's confidential section of the website for information prior to the meeting.



## **10.0 CHIEF NURSING OFFICER UPDATE**

No update had been received.

## **11.0 ANY OTHER BUSINESS**

Copy of draft Business Plan 2012/13 for approval.

This was put onto the NIPEC Council Members Confidential Section of the website for information. G Henry took Council Members through the internal version of the Business Plan. After a brief discussion it was agreed that participation in Review of NIPEC was to be added, and F Cannon name should be inserted in the membership of the team. It was also agreed that new work-streams would be picked up as well as work coming via the CNO and potentially CNMAC.

At this point of the meeting C Curran presented flowers to Mrs E Hayes and thanked her for her time spent on the Council. Mrs Hayes thanked her for the flowers and said she had enjoyed her time with Council.

## **12.0 DATE, TIME AND VENUE OF NEXT MEETING**

An Extra Ordinary Council Meeting will be held on the 26<sup>th</sup> June 2012 at 11.15 am. The next public meeting of NIPEC Council will be held on the 5<sup>th</sup> September 2012 at 2.00 pm. Both of these meetings will be held in the Council Room, Centre House, 79 Chichester Street, Belfast.

***At this point the public was asked to leave the meeting due to the confidential nature of further business.***

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